

The meeting was called to order by Councillor Bobbitt at 6:00 pm.

**Attendance:** Deputy Mayor MacLeod, Councillors Bobbitt, Hunt, Shay and Loder as well as the Clerk Treasurer, Administrative Clerk and Works Supervisor.

- 1. Project Request Form:** The Clerk Treasurer presented a proposed Project Request Form for use in requesting Village Council to approve a non-routine project (e.g. Flags & Brackets Project). The intent of the form is to provide Council vital information to make their decision easier. The Committee endorsed the use of the form for such requests.
  
- 2. Village Welcome Letter:** The Administrative Clerk recommended the Village issue a welcome letter from Mayor and Council to any newcomers to our community. It was also suggested the letter could be accompanied by a Village pin, pen or other small gift. The Administrative Clerk will contact the Welcome Wagon to see if this could be included in the welcome package they offer to newcomers in the area.
  
- 3. Relay for Life:** The offer to participate by entering a team in the annual Relay For Life event was discussed but it was determined the Village would not participate this year.
  
- 4. Speed Limit – Post Road:** A concern was expressed by a local resident on the speed limit on Post Road following a recent tragedy. Subsequent communications with the resident, Village Clerk and Department of Transportation and Infrastructure (DOTI) personnel have resulted in the matter being forwarded to the traffic services division for review & recommendation.
  
- 5. Village Pewter Ornament:** Councillor Loder has investigated a pewter ornament that could be crafted for sale by the Village or gifted to worthy causes. Estimated cost of design at \$600 to \$800 and a cost of \$1,750 for 250 pins would see the project cost in the area of \$2,550. It was suggested additional costing quotes be explored and the Project Request form be completed and ready for review and recommendation by the Operations Committee in May.
  
- 6. Disaster Financial Assistance:** Councillor Loder asked for an update on the status of DFA claims. The Clerk Treasurer said the Public Safety-DFA group has our information and we have satisfied their engineers. We now wait for a response. Once we have a response and / or cheque, Council will be informed.

- 7. Mastercard:** Councillor Loder asked that the details of any cheque issued Mastercard be shown on the cheque register. She was reminded such detail is already provided.
- 8. Time Sheets:** Councillor Loder asked for employee timesheets. When asked about whose timesheets she was requesting she responded those of the Clerk Treasurer expressing concern regarding hours and the health of the individual. Councillor Bobbitt said this would be a matter for the HR Committee not Operations. The Clerk Treasurer said he would not release the timesheets of anyone on staff because that was considered privileged information under the Protection of Privacy Act. Councillor Shay said as a duly elected member of Council she should have the right to see the timesheets. The Clerk Treasurer said he would provide any member of Council answers to specific requests and if called upon to provide relevant information but not timesheets.
- 9. Sussex Pregnancy Care Centre:** A request was received from this organization for support of their annual “Celebrate Spring Auction”. The Committee recommended staff acquire a gift card / certificate for \$50 for the auction.
- 10. Atlantic Balloon Fiesta:** A request was received from the organizers of the 2017 Atlantic Balloon Fiesta. The Committee recommended the purchase of Silver Sponsorship a cost of \$300.
- 11. SCADA System:** The Works Supervisor provided an update on his efforts to recommend a vendor for the acquisition and installation of a SCADA system to monitor / manage our water and sewer systems. He narrowed down the vendor’s responses and has been in constant contact with “The Panel Shop” and “SDM” to determine the best possible scenario for the Village at this time. The two quotes were “The Panel Shop” at \$52,966 and “ADM at \$51,447. He recommended “The Panel Shop” because of functionality and warranty provisions. He noted that in addition to the above costs, there would be up to \$1,200 for a laptop or tablet, up to \$1,800 for an antenna at the works garage and up to \$2,000 for unforeseen incidentals. This would bring the projected costs for the project up to \$57,966 plus HST of \$8,695 for a total of up to \$66,661. The Committee recommended that Council approved these costs at the April 18<sup>th</sup> Council Meeting.

- 12. Winter Carnival Report:** Councillor Loder said she does not have final figures as yet and asked the Administrative Clerk to assemble the costs and provide the information to her.
- 13. SACF – Flags & Brackets:** Councillor Loder said the plan is to purchase and install brackets and Canada flags and perhaps at a later date place other types of flags including Province of NB, Village of Sussex Corner and Legion / Veterans flags if made available to the Village. She estimated the cost to be \$4,000 to purchase and install 40 units. Another thought was three flags Canada, New Brunswick and a Village flag. Staff will investigate the cost of having a Village flag designed (template) and the cost of purchasing the flags. Councillor Loder was to prepare and present to Council a Project Request form for consideration.
- 14. Canada 150 Application:** Given the Village’s Canada 150 grant application was denied, Councillor Loder pursued other funding sources in discussions with MP Alaina Lockart’s office. It was suggested she speak with the ACOA team to discuss possible funding. She said the Village Clerk was investigating this possibility to which he replied he volunteered a contact resource to the Councillor for her benefit but not to run with the exercise.
- 15. Adjournment:** Councillor Bobbitt called an adjournment at 6:55 pm.

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Clerk Treasurer

Operations Committee Chair